

Library Services & Technology Act

FY 1999-2000 - APPLICATION FORM

Funds for Fall 1999 MINI or REGULAR Grants must be expended by Sept 30, 2000

Organization/Institution Cedar City Public Library

Mailing Address 136 West Center Cedar City UT 84720

If this is a collaborative project with more than one organization, please list the names of participants and their organizations/institutions on a separate sheet of paper.

Project Title COMMUNITY ELECTRONIC HEALTH INFORMATION NETWORK

Organization Director Steve Decker

Phone 435-586-6661 FAX 435-865-7280 E-Mail decker@edu-suu-cclib.cclib.suu.edu

Project Director's Name _____

(If different from the Organization Director)

Phone _____ FAX _____ E-Mail _____

Check Applicable Grant Category

For Public Libraries Only

Basic Technology

Automation Grant _____

Enhanced Integrated System

Planning Grant _____

Technology Grant _____

Enhanced Internet Connectivity

Planning Grant _____

Technology Grant _____

For All Libraries

Community Electronic Network

Planning Grant _____

Technology Grant _____

Partnerships & Cooperative Projects

Planning Grant _____

Implementation Grant x

Library Services & Technology Act

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2nd

Organization/Institution Valley View Health Care Foundation's Community Resource Center

Mailing Address 595 S 75 E Cedar City, UT 84720

If this is a collaborative project with more than one organization, please list the names of participants and their organizations/institutions on a separate sheet of paper.

Project Title COMMUNITY ELECTRONIC HEALTH INFORMATION NETWORK

Organization Director Cynthia Myers, Executive Director, Valley View Health Care Foundation

Phone 435-865-5445 FAX 435-586-5052 E-Mail _____

Project Director's Name Afton LeFevre, Community Resource Center, Coordinator

(If different from the Organization Director)

Phone 435-865-5266 FAX 435-586-5052 E-Mail _____

Check Applicable Grant Category

For Public Libraries Only		
Basic Technology	Automation Grant _____	
Enhanced Integrated System	Planning Grant _____	Technology Grant _____
Enhanced Internet Connectivity	Planning Grant _____	Technology Grant _____
For All Libraries		
Community Electronic Network	Planning Grant _____	Technology Grant _____
Partnerships & Cooperative Projects	Planning Grant _____	Implementation Grant <u>X</u>

Check Funding Category

<u> </u> X Mini-Grant (to \$7,500)	No Match required
<u> </u> Regular (\$7,501-\$74,999)	<u> </u> Match (25%)
<u> </u> Major (\$75,000 and up)	<u> </u> Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA: \$ 7500.00

Match (if required) \$ %

Total \$

Mini and Regular grant applications (12 copies for Mini-grants / 25 copies for Regular Grants) must be postmarked by Wednesday, October 20, 1999 or received by 5:00 p.m. Friday, October 22, 1999, at the Utah State Library Division, 250 North 1950 West, Suite A, Salt Lake City, UT 84116-7901

Major Grant Pre-proposals (separate form) are due Friday, October 22, 1999, and 25 copies of the Major Grant applications are due Friday, February 4, 2000. Mail to 250 North 1950 West, Suite A, Salt Lake City, UT 84116-7901). **FAXED applications will not be accepted.** Return applications and direct questions to: **Jane E. Smith**, Grants Coordinator (1-801-715-6742) or email: jsmith@state.lib.ut.us or 1-800-662-9150.

< Please scroll down for the rest of the application.>

I. SUMMARY

Community Electronic Health

PROJECT TITLE: Information Network

PROJECT

DATES: _____

Summary of Project, in 150 words or less:

We propose to develop an electronic link between Cedar City Library (CCLIB) and the Valley View Health Care Foundation's Community Resource Center (Resource Center). The Resource Center provides health related information to the public as well as community health care professionals. It is well stocked with videos and pamphlets on health care issues and has health information data bases free of charge for public searches of health care issues. The goal of the Resource Center is to increase public awareness of this important community resource through cooperative efforts with CCLIB. An electronic link from CCLIB's homepage to the Resource Center's homepage is planned. Technical assistance is required to design and create the homepage for the Resource Center and provide the link to CCLIB. Videos and pamphlets available at the Resource Center would be cataloged and a searchable data base created. This community electronic network would promote resource sharing by supplementing CCLIB on health related information and by making this vital health-care information available to the public electronically.

II. PROJECT DESCRIPTION

Please address the following. For required elements to be included and suggestions on how to write your responses, see the *Handbook*, Section 5, specifically, D. "Suggestions for Application's Project Description."

A. NEEDS STATEMENT

We live in a fast-paced, rapidly changing world. Information grows daily, and as new information becomes available, what we knew a few years ago may no longer apply. Health concerns are topping the list of these changing applications. The Resource Center is designed for this purpose. The Resource Center provides information on what is available in today's world. Videos, pamphlets, and computer databases are provided to help the community user with his/her health care concerns.

An electronic link between the Cedar City Library and the Resource Center would raise public awareness of the resources available to them in the community. Meeting the public's needs for health care information is a constant challenge for small public libraries on limited budgets. Sharing the resources available at the Resource Center through a community based electronic network would supplement CCLIB's collection of health care materials.

B. PROJECT GOALS AND OBJECTIVES

Goal:

Develop a community based electronic network between CCLIB and the Resource Center by creating a link from the CCLIB homepage to the Resource Center's homepage. The materials at the Resource Center would be cataloged and a searchable database created to enable the public to find answers to their health care questions.

Objectives:

1. Create a database of Resource Center materials by cataloging the videos and pamphlets at the Resource Center.
2. Design a homepage for the Resource Center.
3. Create an electronic link from the CCLIB homepage to the Resource Center's homepage to allow the public to search for their health care concerns.

C. PROGRAM/METHODS STATEMENT

Through cooperative effort the CCLIB and the Resource Center will catalog the holdings of the Resource Center. Said holdings are primarily video tapes and pamphlets. The initial cataloging will take place through the Technical Services Department of the CCLIB. Software to create MARC records will be secured through Follett Corporation.

A homepage for the Resource Center will need to be created. The Southwest Utah Area Health Education Council (AHEC) has volunteered technical support to design the Resource Center's homepage. The Resource Centers homepage will be electronically connected to the CCLIB homepage. Technical support will be the responsibility of each agency for their own equipment.

The Resource Center may be visited by in person, by telephone or by e-mail request.

D. PROJECT TIMETABLE

The completion timetable of this project will be within four calendar months of funding and signing of all appropriate contracts.

E. EVALUATION STATEMENT

This project will be evaluated on the accuracy and timeliness of the MARC records that are created and their access to the public from sources provided from both agencies. The Resource Center will provide circulation and other appropriate measurement statistics annually in a brief report to the CCLIB. Said reports shall correlate with the CCLIB's fiscal year.

F. COMMUNITY SUPPORT STATEMENT

Community support comes from CCLIB itself. CCLIB is an entity of Cedar City Corporation a body politic of the State of Utah. Support letters are also attached from AHEC and the administration of Valley View Medical Center.

G. FUTURE FUNDING STATEMENT

Valley View Health Care Foundation will continue to support the Resource Center through its operating budget. Future needs as to technical support of electronic equipment shall come from each agency by that agency. All subsequent cataloging will be the responsibility of the Resource Center.

III. PROPOSED PROJECT BUDGET

Please provide information where applicable and divide your proposed budget into the following categories. Be specific and be certain of items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Division approval. If a revision is necessary, remember that your application for LSTA funds was successful because of the needs identified in this application and proposed budget. Revisions require an indication of why the change is desired, why other funds can't be used, and specific revised amounts.)

Category	LSTA Funds	Local Funds	Other*	Total Funds
A. Personnel Expenses:				
Salaries and Wages	<u>\$973.50</u>	<u> </u>	<u> </u>	<u>\$973.50</u>
Employee Benefits	<u>210.00</u>	<u> </u>	<u> </u>	<u>210.00</u>
SUBTOTAL	<u>\$1183.50</u>	<u> </u>	<u> </u>	<u>\$1183.50</u>
B. Operating Expenses:				
Travel	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Training	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Materials/Supplies	<u>\$120.00</u>	<u> </u>	<u> </u>	<u>\$120.00</u>
Contracted Services	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>
SUBTOTAL	<u>\$120.00</u>	<u> </u>	<u> </u>	<u>\$120.00</u>
C. Equipment & Capital Outlay Expenses:				
Computer Hardware	<u>\$2310.00</u>	<u> </u>	<u> </u>	<u>\$2310.00</u>
Computer Software	<u>3886.50</u>	<u> </u>	<u> </u>	<u>3886.50</u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>
SUBTOTAL	<u>\$6196.50</u>	<u> </u>	<u> </u>	<u>\$6196.50</u>
D. Other, Specify below				
SUBTOTAL	<u> </u>	<u> </u>	<u> </u>	<u> </u>

**E. Percentage of
Matching funds:**

SUBTOTAL

TOTALS

\$7500.00

\$7500.00

*Source of funds in this category include donations, Friends fund raising, private sector grants. Do not include "in kind" donations. (See *Handbook* for general information and guidelines.)

IV. DETAILS: PROPOSED PROJECT BUDGET DESCRIPTION

A. PERSONNEL EXPENSES:

Professional personnel needed to catalog the items at the Resource Center will be met through the Technical Services Department of CCLIB. CCLIB's Technical Services Coordinator will travel to the Resource Center to oversee, assist, and catalog the videos and pamphlets housed there. It is estimated that the Resource Center has videos and pamphlets totaling about 350 titles. Each title will have to be processed appropriate for a MARC record. CCLIB and the Resource Center estimates a processing time (including barcoding, correctly identifying the ownership of the material, and data entry to be 15 minutes per item). Appropriate additional costs have been added to cover necessary withholdings.

B. OPERATING EXPENSES:

Operating expenses are comprised in full in a \$120 expenditure for barcodes and barcode protectors. All other costs are expressed in personnel or equipment/capital outlay.

C. EQUIPMENT/CAPITAL OUTLAY:

Equipment and capital outlay will consist of a personal computer and Follett's Circulation Plus, Catalog Plus and Web Collection Plus Software. Web page maintenance and development will be outside the scope of this grant. Each entity will take financial responsibility for said maintenance and development.

D. OTHER EXPENSES: (Please specify)

V. SIGNATURES

The organization/library accepting the fiscal and administrative responsibility for this LSTA grant project should sign first. Please add additional signature lines for the other directors, board chairs, local government or institutional representatives involved in the project.

We hereby certify that all matching funds shown in this application are available for use in this project.

MEMORANDUM OF UNDERSTANDING
BETWEEN CEDAR CITY PUBLIC LIBRARY
AND VALLEY VIEW HEALTH CARE FOUNDATION COMMUNITY RESOURCE
CENTER

WHEREAS, Cedar City Public Library (Library) cares to enter into an agreement with the Valley View Health Care Foundation Community Resource Center (Resource Center); and

WHEREAS, the Resource Center houses information in various forms regarding health care; and

WHEREAS, the Resource Center wishes to enter into an agreement with the Library for the specific purposes listed herebelow; and

WHEREAS, the Directors of the Library and the Coordinator of the Resource Center have signed herebelow agreeing to the following terms;

IT IS AGREED that:

1. The Library and the Resource Center will, jointly, make application for LSTA monies to procure the necessary hardware and software to make the inventory of the Resource Center more accessible and available to the public.
2. The library will provide, through LSTA funds, technical assistance to the Resource Center to assure proper and accurate initial cataloging of Resource Center materials.
3. All maintenance of equipment shall be the responsibility of each individual entity.
4. Cataloging will take place at the Resource Center and Library personnel will be made available as needed until the material is cataloged.
5. No cataloging for the Resource Center will significantly interfere with Library operation.
6. The Library will receive all billings for this project but all billings must be signed by both the Director of the Library and the Coordinator of the Resource Center. Billings will be handled through normal Library procedure.
7. The Library will provide all necessary information to the appropriate technician of the Resource Center to establish an electronic link from the Library homepage to the Resource Center home page.
8. The Resource Center will provide all necessary information to the appropriate technician of the Library to establish an electronic link from the Resource Center homepage to the Library homepage.

Agreed and signed this 19th day of October, 1999.

Steven D. Decker

Afton S. LeFevre


Library Director


Resource Center Coordinator

